

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROCUREMENT SPECIALIST (Range 27)

BASIC FUNCTION:

Under the direction of an assigned supervisor, responsible for assisting in best-in-class strategic procurement to leverage District-wide annual purchase volume while ensuring tangible benefits and value. Perform procurement duties related to purchasing by specification and competitive bidding for the acquisition of general and specialized commodity areas such as equipment, materials, supplies, technology; and professional services and construction services for the District; perform duties in a cost effective, ethical, efficient, timely, professional, customer-service oriented manner in accordance with district's policies, procedures, guidelines, and applicable government regulation and laws.

REPRESENTATIVE DUTIES:

Perform procurement duties related to purchasing by specification and competitive bidding for the acquisition of general and specialized commodity areas such as equipment, materials, supplies, technology; and professional services, and construction services for the District. *E*

Prepare, review, receive and evaluate formal bid documents including request for quotations (RFQ), request for proposals (RFP); and informal bids including Uniform Public Construction Cost Accounting (UCCAP), for the purchase of materials, supplies, and equipment according to established procedures and guidelines, assist in the preparation of recommendations for awards based on price and/or conformance to specifications. Assist in the determination of sources of supply; obtain price quotes, detailed specifications, availability, shipping and delivery information, methods of procurement, and data to complete and issue purchase orders. Negotiate with suppliers on price, delivery and terms and conditions within established guidelines. *E*

Review purchase requisitions for completeness, priority, and accuracy. Verify object codes for proper accounting classification for items or services obtained. Issue purchase orders, change orders, contracts and agreements. Follow up on and expedite purchase orders and requisitions within established procedures. Contact vendors regarding discrepancies in deliveries. Resolve problems or complaints from suppliers, manufacturers and District personnel. *E*

Communicate courteously and effectively with District departments and personnel to provide information and assistance concerning specifications, sources, prices, availability and related matters; provide recommendations concerning substitutes, alternates and sole sourcing as necessary. *E*

Assist in conducting job walks and bid openings, updating purchasing web site, tabulating and analyzing data and analyzing spending by commodity areas.. *E*

Provide support and training to District personnel. Attend workshops and conferences. *E*

Be responsible for clerical duties including duplicating, scanning and filing, preparing bid lists, records, catalogs, manuals and files including vendor files; preparing reports and correspondence. *E*

Enter and process data on a computerized purchasing system. Assign vendor numbers, maintain and update vendor files as required. Maintain electronic databases and files. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials, and equipment utilized in a school district.

Methods and procedures used in purchasing of District services, supplies and equipment.

Laws, rules and regulations related to assigned activities.

Warehouse purchasing and procurement principals, practices and procedures.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

English usage, spelling, grammar, and punctuation.

Software applications used for financial, purchasing, word processing, spreadsheets, databases, document imaging and document formatting.

ABILITY TO:

Perform a variety of procurement duties related to purchasing by specification and by competitive bidding..

Process a high volume of purchases of quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

Read, interpret, apply and explain laws, rules and regulations affecting the purchase of District supplies and equipment.

Evaluate and analyze bids and quotes to make recommendations for awards.

Obtain, negotiate and evaluate verbal and written price quotations.

Effectively communicate in oral and written form.

Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures.

Meet schedules and time lines.

Plan and organize work.

Provide training.

Add, subtract, multiply and divide quickly and accurately.

Operate technology equipment and other standard office equipment.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and three years of experience in public procurement or related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Site visits and job walks.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment.

See to read various materials..

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time; walking on uneven ground.

Exposure to marked changes in temperature or humidity.

OTHER REQUIREMENTS:

Valid California Driver's Licence and driving record acceptable to the District's insurance partners.

Access to a vehicle with valid automobile insurance.